



# **The DoD Overseas Testing Program**

## **STUDENT AND ENLISTMENT**

### **ASVAB OVERSEAS**



# The DoD Overseas Testing Program Guidance

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MOP-TD

**DEPARTMENT OF DEFENSE**  
HEADQUARTERS, UNITED STATES MILITARY ENTRANCE PROCESSING COMMAND  
2834 GREEN BAY ROAD  
NORTH CHICAGO, ILLINOIS 60064-3094

8 May 2003

MEMORANDUM FOR: CDR, E SEC, USMEPCOM (ATTN: MCO-WO)  
CDR, W SEC, USMEPCOM (ATTN: MCO-EO)

SUBJECT: The DoD Overseas Testing Program Guidance

- References:
- (a) DoD Directive 1304.12, DoD Military Personnel Accession Testing Programs, 22 Jun 93
  - (b) AR 601-222, Armed Services Military Personnel Accession Testing, 7 Oct 94
  - (c) USMEPCOM Regulation 601-4, Student Testing Program, 6 Oct 97
  - (d) AR 601-270, Military Entrance Processing Station, 20 Nov 99
  - (e) Operations Plan 01-1A, HQ USMEPCOM, 9 Nov 01, subject: Armed Services Vocational Aptitude Battery (ASVAB) Implementation of New Enlistment Testing Program (ETP)
  - (f) USMEPCOM Regulation 611-1, Enlistment Qualification Tests, 2 Dec 01
  - (g) Operations Plan 02-1A, HQ USMEPCOM, 10 Apr 02, subject: Armed Services Vocational Aptitude Battery (ASVAB) Implementation of New Student Testing Program (STP)

The purpose of this memorandum is to disseminate consolidated guidance from multiple sources into one document. This guidance will be incorporated into Reference B during the next update. Until that time, this memorandum will serve as guidance for the ASVAB Overseas Testing Program. This guidance was reviewed by the proponent of AR 601-222 and approved by the OSD Military Accession Policy working Group on 27 Feb 03.

**Enlistment Testing Program Responsibilities**

**a. Military Accession Policy Working Group (MAPWG) Representatives:**

(1) Ensure Services appoint an ASVAB Overseas Program Manager and identify to MAPWG representative as the point of contact for USMEPCOM ASVAB Overseas Program Manager.

(2) Review and approve ASVAB Overseas policy changes/updates and coordinate with Services ASVAB Overseas Program Managers and overseas recruiting Services.

**b. Headquarters, USMEPCOM:**

(1) Ensure USMEPCOM Forms used to support the Services ASVAB Overseas Program are available at USMEPCOM Web Site <http://www.mepcom.army.mil/>.

(2) Coordinate with the Services ASVAB Overseas Program Managers for implementation of all procedural and/or policy changes for dissemination to overseas testing personnel.

(3) Report testing procedural and documenting problems to appropriate Service ASVAB Overseas Program Manager to identify trends and determine corrective action.

(4) Maintain ample test materials at United States Army Publishing Distribution and Operations Facility (USAPDOF) to support the Services ASVAB Overseas Program.

(5) Provide training materials as needed to overseas Services test administration personnel, and recruiters to support this regulatory guidance.

**c. Services ASVAB Overseas Program Manger:**

(1) Maintain appointment orders of authorized testing personnel and provide roster of authorized ASVAB testing personnel to HQ USMEPCOM.

(2) Notify HQ USMEPCOM Testing Division on following occurrences:

(a) All test loss or compromise within one working day after occurrence.

(b) Change of ASVAB overseas testing personnel. Provide updated roster upon the departure and/or arrival of new personnel, and prior to assuming testing duties.

(3) Identify training requirements to HQ USMEPCOM Testing Division.

(4) Disseminate policy and/or procedural changes to overseas testing personnel.

(5) Establish acquisition procedure for testing personnel to obtain all required ASVAB testing materials.

(6) Ensure testing personnel conduct inventory of ASVAB materials annually and upon departure and arrival of testing personnel.

(7) Ensure all testing locations have a numerical identifier, which will be used by the Honolulu or New York MEPS as the "Mobile Examining Team (MET) identification (ID).

**d. Military Services Overseas Testing Personnel:**

(1) Administer the enlistment test to applicants who provide a completed original USMEPCOM 714 A-E.

(2) Administer the enlistment test using Test Forms 25a, 25b, 26a & 26b in accordance with DD Form 1304-2AM, dated Jan 02, Enlistment Manual for Administration.

- (3) Prohibit recruiters from the testing area at all times.
- (4) Recruiting personnel, and/or designated career recruiters are prohibited from performing duties as a TCO and/or TA for the ASVAB.
- (5) Calculate only the unverified AFQT score for applicants using the personal digital assistant (PDA) AFQT Calculator (refer to PDA User's Guide for instructions).
- (6) Document the unverified AFQT score on USMEPCOM Form 611-1-2-R-E, Unverified Test Scores. Provide the form to the applicant's recruiter when present. If the recruiter is not at the test site, give the unverified score to the applicant in a sealed envelope addressed to the recruiter. Any other delivery method will require recruiter-initiated coordination with the TA.
- (7) Retain copies of completed enlistment answer sheets on file for three calendar months after mailing to supporting MEPS. Copies of the answer sheet are to be handled as controlled test materials until destroyed.
- (8) Mail the following documents via Federal Express, certified or registered, to the overseas supporting MEPS within two working days after administering the test:
  - (a) USMEPCOM Form 714A-E, Request for Examination.
  - (b) DD Form 2AS, Enlistment Answer Sheet for use (refer to Enlistment Manual for Administration). DD Form 1304-2AM.
  - (c) USMEPCOM Form 611-1-7-R-E, Aptitude Testing Processing.
- (9) USMEPCOM forms are available via the internet at <http://www.mepcom.army.mil>.

**e. Recruiting Services:**

- (1) Recruiting personnel, and/or designated career recruiters are prohibited from performing duties as a TCO and/or TA for the ASVAB.
- (2) Ensure that a USMEPCOM Form 714A-E is completed for each applicant and the original is presented to the test administrator prior to the administration of the enlistment test.
- (3) Assume responsibility for all other qualification requirements that affect the accession of overseas applicants, i.e. fingerprinting, background screening, medical examinations, etc.

**f. New York and Honolulu MEPS:**

- (1) New York MEPS provides official ASVAB scoring support for European, Caribbean, and Central American areas.

(2) Honolulu MEPS provides official ASVAB scoring support for the Pacific and Far East areas.

(3) Ensure all ASVAB testing sites have codes that start with the MEPS ID followed by "88".

(4) Score the enlistment ASVAB and process through MEPCOM Integrated Resource System (MIRS) within two working days of receipt.

(5) Attempt to resolve all procedural and/or policy violations with the responsible overseas test personnel when tests are forwarded with discrepancies.

(6) Report all procedural and/or policy discrepancies to HQ USMEPCOM Testing Division.

g. **Services Initial Training Center:** Notify USMEPCOM of recruit's arrival on the first working day of each month via fax, 847-688-4579 or e-mail [hq-csdbm@mepcom.army.mil](mailto:hq-csdbm@mepcom.army.mil). Include the following information: last name, first name, social security number, date of delayed Entry Program (DEP) in and date of accession.

### **Student Testing Program Responsibilities**

#### **a. Military Accession Policy Working Group (MAPWG) Representatives:**

(1) Ensure Services appoint a Student ASVAB Overseas Program Manager and identify to MAPWG representative as the point of contact for USMEPCOM ASVAB Overseas Program Manager.

(2) Review and approve Student ASVAB Overseas policy changes/updates with Services ASVAB Overseas Program Managers and recruiting Services.

#### **b. Headquarters, USMEPCOM:**

(1) Ensure USMEPCOM Forms used to support the Services ASVAB Overseas Program are available at USMEPCOM Web Site, <http://www.mepcom.army.mil/>.

(2) Coordinate with the Services ASVAB Overseas Program Managers for implementation of all procedural and/or policy changes for dissemination to overseas testing personnel.

(3) Report overseas test scores and documenting problems, when identified to appropriate Service ASVAB Overseas Program Manager.

(4) Provide training materials as required to overseas Military Services test administration personnel, recruiters and Department of Defense Dependent Schools (DoDDS) guidance counselors to support this regulatory guidance.

(5) Maintain ample test materials at USAPDOF to support the ASVAB Overseas Program.

(6) Provide training materials as required to overseas Services test administration personnel and recruiters to support this regulatory guidance.

**c. Services ASVAB Overseas Program Manager:**

(1) Maintain appointment orders of authorized testing personnel and provide roster of authorized ASVAB testing personnel to HQ USMEPCOM.

(2) Notify HQ USMEPCOM Testing Division on following occurrences:

(a) All test loss or compromise within one working day after occurrence.

(b) Change of ASVAB overseas testing personnel. Provide updated roster upon the departure and/or arrival of new personnel, and prior to assuming testing duties.

(3) Identify training requirements to HQ USMEPCOM Testing Division.

(4) Disseminate policy and/or procedural changes to overseas testing personnel.

(5) Establish acquisition procedure for testing personnel to obtain all required ASVAB testing materials.

(6) Ensure testing personnel conduct inventory of ASVAB materials annually and upon departure and arrival of testing personnel.

(7) Monitor to ensure overseas DoDDS have a school code issued by Honolulu or New York MEPS prior to testing.

**d. Military Services Testing Personnel:**

(1) Administer student ASVAB using Test Forms 23a, 23b (dated Sep 02), 24a & 24b only.

(2) Administer the student test in accordance with the DD Form 1304-5AM, dated Jul 02, Student Manual for Administration, and mail testing documents to Honolulu or New York MEPS.

(3) Review USMEPCOM 601-4-3-R-E to ensure ample test materials are available and confirm test date scheduled by the recruiter at the school.

(4) Prior to test administration, obtain the proctor's signature certifying they understand their test proctor duties and responsibilities. Signature block is on the backside of USMEPCOM 601-4-3-R-E.

(5) Mail the following documents via Federal Express, certified or registered mail to the supporting overseas MEPS within two working days after administering the student test:

(a) USMEPCOM Form 601-4-3-R-E, Student ASVAB Test Record.

(b) DD Form 1304-5AS, Student Answer Sheet for use (refer to Student Manual for Administration, DD Form 1304-5AM, Jul 02).

**e. Recruiting Services:**

(1) Military recruiters assigned to the school have the responsibility for coordinating, scheduling and providing proctor support, for student testing.

(2) Military recruiters shall not handle, distribute, or collect test materials.

(3) Proctors will read the reverse of the USMEPCOM 601-4-3-R-E, Test Proctor Duties/Responsibilities Briefing and sign the certification of understanding at the bottom of the form.

**f. New York and Honolulu MEPS:**

(1) New York MEPS provides official ASVAB scoring support for European, Caribbean, and Central American areas.

(2) Honolulu MEPS provides official ASVAB scoring support for the Pacific and Far East areas.

(3) Score and return the Student ASVAB printed results to DoDDS and Military Services within 10 working days of receipt.

(4) Attempt to resolve all procedural and/or policy violations with the responsible overseas test personnel when tests are forwarded with discrepancies.



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(5) Honolulu MEPS will issue school codes with the first two digits of "58".

(6) New York MEPS will issue school codes with the first two digits of "57".

FOR THE COMMANDER:

//s//sae  
SUSAN A. EMALA  
Lt Col, USAF  
Chief, Testing Division

5 Attachments:

1. USMEPCOM Form 714-A-E w/Instructions
2. USMEPCOM Form 611-1-2-R-E w/Instructions
3. USMEPCOM Form 611-1-7-R-E, w/Instructions
4. USMEPCOM Form 601-4-3-R-E, w/Instructions
5. ASVAB Testing Material List

cc:

US Army ASVAB Overseas Program Manager, ATTN: Zeina Zannelli (w/atchs)  
US Air Force ASVAB Overseas Program Manager, ATTN: Kenneth Schwartz (w/atchs)  
US Navy ASVAB Overseas Program Manager, ATTN: Charles Diggs (w/atchs)  
US Army Recruiting Command, ATTN: Operations (w/atchs)  
US Air Force Recruiting Command, ATTN: Operations (w/atchs)  
US Navy Recruiting Command, ATTN: Operations (w/atchs)  
HQDA DCSPER, ATTN: DAPE-MPA (LTC Gardner), (w/atchs)

# **Attachment 1**

**USMEPCOM Form 714-A-E w/Instructions**



**Instructions for Completing  
USMEPCOM 714A-E, Request For Examination  
(Overseas Only)**

This form is used for each aptitude examination at the test site.

**1. Item A - SERVICE PROCESSING FOR**

- a. **Recruiter:** Enter the specific Service/component for which the individual is processing (i.e., Regular Army, Army National Guard, Regular Air Force, Air Force Reserve, Air National Guard, etc.).
- b. **Test examiner:** Review for completeness.

**Authorized SPF Codes**

<u>CODE</u>	<u>SERVICE/COMPONENT</u>
DAR	Army Regular
DAV	Army Reserve
DAG	Army Guard
DNR	Navy Regular
DNV	Navy Reserve
DFR	Air Force Regular
DFV	Air Force Reserve
DFG	Air Force Guard
DMR	Marine Corps Regular
DMV	Marine Corps Reserve
GPR	Coast Guard Regular
GPV	Coast Guard Reserve

**2. Item B - PRIOR SERVICE/ NUMBER OF DAYS.**

- a. **Recruiter:** Enter an "X" in either the "YES" or "NO" item, based on input from the applicant and the respective recruiting Service definition of Prior Military Service (PMS). If item B is "YES," enter the number of active duty days (must enter at least 1 day of prior Service) the individual has served in the Armed Forces or Reserve Component.
- b. **Test examiner:** Review for completeness.

**3. Item C - SELECTIVE SERVICE CLASSIFICATION.**

**Instructions for Completing  
USMEPCOM 714A-E, Request For Examination  
(Overseas Only)**

**Recruiter and test examiner:** Leave blank unless directed by HQ USMEPCOM. Information will be entered in this item only during mobilization or induction.

**4. Item D - SELECTIVE SERVICE REGISTRATION NUMBER.**

**Recruiter and test examiner:** Leave blank unless directed by HQ USMEPCOM. Information will be entered in this item only during mobilization or induction.

**5. Item 1 - SOCIAL SECURITY NUMBER (SSN).**

a. **Recruiter:** Enter the applicant's SSN (nine numeric characters).

b. **Test examiner:** Verify the SSN with applicant with applicant's photo identification card.

**6. Item 2 - NAME (Last, First, Middle Name (and Maiden, if any), Jr., Sr., etc.).**

a. **Recruiter:** Enter the full complete name (to include special characters and spaces) of the applicant in capital letters, allowing one space between the last, first, and middle names, etc. A middle initial may not be used in lieu of the middle name, nor will nicknames be used (i.e., Jeff versus Jeffrey, Bill for William, etc.).

b. **Test examiner:** Verify name with applicant's photo identification card.

**7. Item 3 - CURRENT ADDRESS.**

a. **Recruiter:** Enter the street, city, county, State, (and country if other than the United States (U.S.)), and ZIP Code + 4 (in "12345-6789" format) claimed as "CURRENT ADDRESS" as of the date of application.

b. **Test examiner:** Review for completeness.

**8. Item 4 - HOME OF RECORD.**

a. **Recruiter:** If different than item 3 (current address), enter the street, city, county, State (and country if other than the U.S.), and ZIP Code + 4 claimed as the "HOME OF RECORD" (HOR). If the applicant's HOR address is the same as the current address, then enter in item 4 "Same as item 3."

b. **Test examiner:** Review for completeness.

**9. Item 5 – CITIZENSHIP.**

**Instructions for Completing  
USMEPCOM 714A-E, Request For Examination  
(Overseas Only)**

a. **Recruiter:** Enter an "X" in the appropriate item that best represents the citizenship status of the applicant.

b. **Test examiner:** Review for completeness.

**10. Item 6 - SEX.**

a. **Recruiter:** Enter an "X" in the appropriate item.

b. **Test examiner:** Review for completeness.

**11. Item 7a. – RACIAL CATEGORY**

a. **Recruiter:** Enter an "X" in the appropriate block(s).

b. **Test examiner:** Review for completeness.

**12. Item 7b. - ETHNIC CATEGORY**

a. **Recruiter:** Enter an "X" in either the "(1) HISPANIC OR LATINO (2) NOT HISPANIC OR LATINO (3) DECLINE TO RESPOND" items based on applicant's Ethnic Category election. MEPS will verify the Service's entry to ensure compliance with instructions.

b. **Test examiner:** Review for completeness.

**13. Item 8 - MARITAL STATUS.**

a. **Recruiter:** Enter the one position alpha code that represents the legal status of the applicant as it relates to marriage below.

b. **Test examiner:** Review for completeness.

**Marital Status Codes Table**

<u>DATA ITEM NAME</u>	<u>CODE</u>	<u>EXPLANATION</u>
Annulled	A	The status of an individual whose marriage has been declared a nullity.

**Instructions for Completing  
USMEPCOM 714A-E, Request For Examination  
(Overseas Only)**

**Marital Status Codes Table (Cont)**

<u>DATA ITEM NAME</u>	<u>CODE</u>	<u>EXPLANATION</u>
Divorced	D	The status of an individual who has had a marriage legally dissolved.
Interlocutory	I	The status of an individual during a period covered by an interlocutory decree pending final divorce.
Legally Separated	L	The status of an individual who has been separated from the spouse by legal action without a decree of divorce.
Married	M	The status of an individual, excluding one legally separated, who has entered into a legal marriage. Includes common-law marriage.
Single	S	The status of an individual who has never been married.
Widowed	W	The status of an individual whose spouse had been declared legally dead.

**13. Item 9 - NUMBER OF DEPENDENTS.**

a. **Recruiter:** Enter the number of individuals who are totally or partially dependent on the applicant and provides support in accordance with (IAW) provisions of DOD Military Pay and Allowances Entitlement Manual.

b. **Test examiner:** Review for completeness.

**14. Item 10 - DATE OF BIRTH (DOB).**

a. **Recruiter:** Enter the applicant's DOB in YYYYMMDD (year-month-day) format (e.g., 19760323). Applicants below the age of 17 are not eligible for enlistment processing.

b. **Test examiner:** Verify the DOB format to ensure it is entered in YYYYMMDD format and that the applicant is eligible for enlistment processing.

**15. Item 11 - RELIGIOUS PREFERENCE.**

**Instructions for Completing  
USMEPCOM 714A-E, Request For Examination  
(Overseas Only)**

- a. **Recruiter:** Enter the applicant's religious preference.
- b. **Test examiner:** Applicant's has the option of providing this information.

**16. Item 12 - EDUCATION.**

a. **Recruiter:** Enter the highest grade of formal education completed. In the first two items, enter the number of years of formal education successfully completed. In the third position, enter the corresponding educational certification level achieved. Codes for educational certification level are listed in the Education Codes Table below.

b. **Test examiner:** Verify the recruiter's entry, to ensure compliance with the following education code table below.

**Education Codes Table**

<u>DATA ITEM NAME</u>	<u>CODE</u>	<u>EXPLANATION</u>
Currently in High School	9	Status of an individual who is currently in high school and is not yet a high school senior.
High School Currently Senior	S	Status of an individual who is currently attending high school and is a high school senior.
High School Diploma	L	A diploma issued to an individual who has attended and completed a 12-year or grade day program of classroom instruction; the diploma must be issued from the school where the individual completed all the program requirements.
Less than High School Diploma	1	Status of an individual who is not currently attending high school and who is neither a high school graduate nor an alternate high school credential holder.
Credential Near Completion	M	Status of an individual who is currently pursuing completion of one of the credentials listed below.
Test-based Equivalency	E	A diploma or certificate of general development



**Instructions for Completing  
USMEPCOM 714A-E, Request For Examination  
(Overseas Only)**

**Education Codes Table (Cont)**

<b><u>DATA ITEM NAME</u></b>	<b><u>CODE</u></b>	<b><u>EXPLANATION</u></b>
Diploma		(GED) or other test-based high school equivalency diploma. This includes State-wide testing programs such as the California High School Proficiency Examination (CHSPE), where-by examinees earn a certificate of competency or proficiency. A State or locally issued secondary school diploma obtained solely on the basis of such equivalency testing is not to be considered a high school diploma. This is considered an alternate high school credential.
Occupational Program Certificate of Attendance	C	A noncorrespondence vocational, technical, or proprietary school for at least 6 months. An individual so coded must also have completed 11 years of regular day school. This is considered an alternate high school credential.
Correspondence School	7	A secondary school diploma or certificate Diploma awarded upon completion of correspondence school course work, regardless of whether the diploma was issued by a correspondence school, a state, or a secondary or post-secondary educational institution. This is considered an alternate high school credential.
Home Study Diploma	H	A secondary school diploma or certificate, typically awarded by a state, based upon certification by a parent or guardian that an individual completed their secondary education at home. This is considered an alternate high school credential.
Adult Education Diploma	B	A secondary school diploma awarded on the basis of attending and completing an adult education or "External" diploma program, regardless of whether the diploma was issued by a state or by a secondary or post secondary educational institution.

**Instructions for Completing  
USMEPCOM 714A-E, Request For Examination  
(Overseas Only)**

**Education Codes Table (Cont)**

<b><u>DATA ITEM NAME</u></b>	<b><u>CODE</u></b>	<b><u>EXPLANATION</u></b>
High School Certificate of Attendance	J	An attendance-based certificate or diploma. These are sometimes called certificates of competency or completion, but are based on course completion rather than a test such as the "GED" or "CHSPE." A state or locally issued secondary school diploma obtained solely on the basis of an attendance credential is not considered a high school diploma. This is considered an alternate high school credential.
Completed one Semester of College	8	The status of an individual who is a high school nongraduate or alternate high school credential holder, attended a college or university, and completed at least 15 semester or 20 quarter hours of college-level credit. Credit earned through testing, for pursuit of adult education, or for high school equivalency preparation is not applicable.
Associate Degree	D	A certificate conferred upon completion of a 2-year program at a junior college, university, or technical institute.
Professional Nursing	G	A certificate conferred upon completion of a 3-year hospital school or nursing program.
Baccalaureate Degree	K	A certificate conferred upon completion of a 4-year college program, other than a first professional degree.
First Professional Degree	W	A certificate conferred upon completion of the academic requirement for the first degrees awarded in selected professions: Architecture, Certified Public Accountant, Chiropractic or Podiatry (D.S.C. or POD.D), Dentistry (D.D.S. or D.M.D.), Medicine (M.D.), Optometry (O.D.), Osteopathy (D.O.),

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Pharmacy, Veterinary Medicine, Law (L.L.B. or J.D.),  
and Theology (B.D., Rabbi, or other first professional  
degree).

**Education Codes Table (Cont)**

<u>DATA ITEM NAME</u>	<u>CODE</u>	<u>EXPLANATION</u>
Master's Degree	N	A certificate conferred upon completion of additional academic requirements beyond the baccalaureate or first professional degree but below the doctorate level.
Post Master's Degree	R	A certificate conferred upon completion of additional academic requirements beyond the master's degree level but below the doctorate level.
Doctorate Degree	U	A certificate conferred in recognition of the highest academic achievement within an academic field, excluding honorary degrees and first professional degrees.
Army National Guard Challenge Program	X	A diploma or certificate of GED received through the National Guard Challenge Program.

**17. Item 13 - PROFICIENT IN FOREIGN LANGUAGE.**

- a. **Recruiter:** If yes, specify language. If no, print "NONE" in the space before the blocks.
- b. **Test examiner:** Review for completeness.

**18. Item 14 - VALID DRIVER'S LICENSE.**

- a. **Recruiter:** If yes, enter applicant's valid driver's license number (list state, number, and expiration date). Leave blank, if applicant does not possess a valid driver's license.
- b. **Test examiner:** Review for completeness.

**19. Item 15 - PLACE OF BIRTH (POB).**

**Instructions for Completing  
USMEPCOM 714A-E, Request For Examination  
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- a. **Recruiter:** Enter the city, state, and country where the applicant was born.
- b. **Test examiner:** Review for completeness.

**20. Item 16a through 16f - APTITUDE.**

**21. Item 16a – ASVAB Required to Enlist?**

a. **Recruiter:** Enter an "X" in the "YES" or "NO" data item based upon whether a qualifying ASVAB test score is/is not required for enlistment. NOTE: "YES" must be selected if a qualifying ASVAB test score is required for the applicant to enlist.

- b. **Test examiner:** Review for completeness.

**22. Item 16b – Enlist under student test scores?**

- a. **Recruiter:** Enter an "X" as appropriate next to “Yes” or “No”.
- b. **Test examiner:** Review for completeness. “X” must be entered next to “Yes” or “No” to indicate applicant’s desire.

**23. Item 16c – Test Type**

- a. **Recruiter:** Annotate “X” next to the appropriate data element to select the test type.

(1) Annotate “X” next to “Initial” when more than 2 years since previous ASVAB (including student test). Example: Initial test taken 1 January 2001, and testing again on 1 January 2003. This would be considered an “Initial” test.

(2) Annotate “X” next to “Special” when administering a test other than the ASVAB for an applicant, i.e., Defense Language Proficiency Test (DLPT), Defense Language Aptitude Battery (DLAB)...

(3) Confirmation tests are not to be administered without prior approval from HQ USMEPCOM, MOP-TD through your overseas supporting MEPS. Annotate “X” next to “Confirmation” when applicant’s most recent test score is 20 AFQT points or more than their previous test (critical gain), and the two tests are within 6 months of each other.

- b. **Test examiner:** Review for completeness.

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**24. Item 16d – Retest** is within 2 years of any previous ASVAB.

a. **Recruiter:** Annotate “X” next to the appropriate data element to select the type retest.

(1) Annotate “X” next to “1<sup>st</sup> retest” if the applicant has taken the “initial” ASVAB, whether student or enlistment within two years. 1<sup>st</sup> retest can be given not earlier than one calendar month after initial test. Example: Initial test taken 1 Dec 02, earliest 1<sup>st</sup> retest date is 1 Jan 03.

(2) Annotate “X” next to “2<sup>nd</sup> retest” if applicant has taken the “1<sup>st</sup> retest” ASVAB, whether student or enlistment within two years. 2<sup>nd</sup> retest can be given not earlier than one calendar after 1<sup>st</sup> retest. Example: Initial test taken 1 Dec 02, and 1<sup>st</sup> retest taken 1 Jan 03, earliest 2<sup>nd</sup> retest date is 1 Feb 03.

(3) Annotate “X” next to “immed retest authorized” when HQ USMEPCOM has authorized an immediate retest. Applicants excused from test session due to distress may be authorized an immediate retest. Immediate retest will not be authorized simply for the purpose of improving an applicant score. Request for immediate retest must be forwarded to HQ USMEPCOM through the recruiting chain of command detailing the circumstances.

(4) Annotate “X” next to “6 month retest” if applicant has take 2<sup>nd</sup> retest ASVAB, whether student or enlistment within two years. 6-month retest can be given not earlier than six calendar months after 2<sup>nd</sup> retest. Example: Initial test taken 1 Dec 02, 1<sup>st</sup> retest taken 1 Jan 03, and 2<sup>nd</sup> retest taken 1 Feb 03, earliest 6 month test is 1 Aug 03.

b. **Test examiner:** Review for completeness. Retesting with the same version of the ASVAB that was used on any previous test is strictly prohibited for at least 6 month.

**25. Item 16e and 16f - Previous Test Version and Previous Test Dates (YYYYMMDD).**

a. **Recruiter:** Enter the ASVAB test version of the applicant’s previous test taken and the date in YYYYMMDD format.

b. **Test examiner:** Review for completeness and ensure applicant doesn’t retest with same version within 6 months.

**26. Item 17 - RECRUITER ID/SSN AND STATION ID.**

a. **Recruiter:** Enter recruiter identification (ID)/SSN (nine alphanumeric characters - if less than nine alphanumeric characters, left zero fill) and recruiting station ID (five alphanumeric characters), if applicable. The recruiter ID/SSN in this item does not have to match the SSN captured in item 25.

**Instructions for Completing  
USMEPCOM 714A-E, Request For Examination  
(Overseas Only)**

b. **Test examiner:** Review for completeness.

**27. Item 18 - TEST ADMINISTRATOR SSN/ID.**

a. **Recruiter:** No action required.

b. **Test examiner:** Test examiner that administers the test will enter his or her test examiner identification number. The identification number consists of nine digits with the first five being zero and the last four being the last four of the SSN. Note: Army TAs will use the numeric characters of their test account number with left zero fill to complete the nine digit requirement, i.e., 000007517.

**28. Item 19 - TEST ADMINISTRATOR SIGNATURE.**

a. **Recruiter:** No action required.

b. **Test examiner:** TA that administers the test will enter his or her signature in this item data position.

**29. Item 20a through 20c - MEDICAL**

**30. Item 20a - MEPS Medical Exam Required To Enlist?**

a. **Recruiter:** Enter "X" in the "YES" or "NO" data item based upon whether a medical examination is/is not required for enlistment.

b. **Test Examiner:** No action required.

**31. Item 20b - Exam Type.**

a. **Recruiter:** If "YES" is annotated next to data item 20a, enter "X" in the appropriate data item to specify the type of medical processing that the applicant requires for enlistment.

(1) **Full Physical.** Annotate "X" in this data item if the applicant is required to undergo a full physical medical examination.

(2) **Inspection.** Annotate "X" in this data item if the applicant is required to undergo a medical inspection.

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USMEPCOM 714A-E, Request For Examination  
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(3) **Special.** Annotate "X" in this data item if the individual is required to undergo a full physical medical examination and included in that examination is special medical processing (i.e., electrocardiogram (EKG)).

(4) **Consult.** Annotate "X" in this data item if the applicant is required to undergo a consult examination (i.e., orthopedic, psychiatric, ear lavage, etc.).

(5) **Other.** Annotate "X" if the applicant is required to undergo some other form of medical processing (i.e., drug and alcohol (DAT) only, Human Immunodeficiency Virus (HIV) only, etc.).

b. **Test examiner:** No action required.

**32. Item 20c - Date Last Full Exam (YYYYMMDD).**

a. **Recruiter:** Enter the date that the applicant took the last MEPS full medical examination. The date must be valid and in YYYYMMDD format.

b. **Test examiner:** No action required.

**33. Item 21 - APPLICANT'S SIGNATURE.**

a. **Recruiter:** No action required (used by MEPS personnel for signature verification when processing through MEPS at control desk).

b. **Test examiner:** No action required (used by MEPS personnel for signature verification when processing through MEPS at control desk).

**34. Item 22 - MIRS CODING.**

a. **Recruiter:** No action required (used by MEPS personnel when processing applicants through MEPS).

b. **Test examiner:** No action required (used by MEPS personnel when processing applicants through MEPS).

**35. Item 23 - APPLICANT CERTIFICATION IN PRESENCE OF TEST ADMINISTRATOR.**

a. **Recruiter:** Ensure applicant is aware that photo ID (i.e., drivers license, student ID card, passport, etc) is required to test.

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USMEPCOM 714A-E, Request For Examination  
(Overseas Only)**

b. **Test examiner:** Verify the applicant's identity by presentation of a photo ID. Annotate the type of photo ID (i.e., drivers license, student ID card, passport, etc.), and the photo ID number. The applicant will not be tested without a photo ID.

c. **Applicant:** The applicant will certify their identity by signing their full name in order of first, middle, and last name (**middle name is completely spelled out unless the middle name consist of an initial only**) in this block.

**36. Item 24 – Right Thumbprint.**

a. **Recruiter:** No action required (thumbprints are not to be used in lieu of photo ID).

b. **Test examiner:** No action required (thumbprints are not to be used in lieu of photo ID).

**37. Item 25 - APPLICANT CERTIFICATION IN PRESENCE OF RECRUITING PERSONNEL.**

a. **Recruiter:** Annotate "X" next to the appropriate data element. The information in items 24a, through 24f is required when a 714A-E is submitted for initial and/or subsequent tests. The applicant must indicate if they have ever had a prior ASVAB test for any Service, to include the ASVAB Student test, and if so, when and where. Applicant's signature attests to this and to the personal data shown. False certification could result in the examination being invalidated or a delay in their processing.

(1) **Item 25a.** Annotate an "X" next to this data element if the applicant has never been tested under the enlistment or student ASVAB program.

(2) **Item 25b.** Annotate an "X" next to this data element if the applicant has tested under the enlistment or student ASVAB program and indicate the most recent date tested and the place the applicant took the high school test at (if student test). The date must be valid and in YYYYMMDD format.

(3) **Item 25c.** Annotate an "X" next to this data element if requesting a high school look-up.

(4) **Item 25d.** Annotate an "X" next to this data element if the applicant wants to process using the student test score request for look-up in item 25c.

(5) **Item 25e.** Name of high school currently attending (if applicable) or last high school attended. The Services will enter the name of the applicant's current or last high school attended. Completion of this item is optional. Additionally, enter the 13-digit code for the current or last high school attended **in accordance with DOD data element standard.**



**Instructions for Completing  
USMEPCOM 714A-E, Request For Examination  
(Overseas Only)**

(6) **Item 25f.** The applicant will certify their identity by signing their full name in order of first, middle, and last name (**middle name is completely spelled out unless the middle name consist of an initial only**). The applicant will also enter their SSN and enter date of signature.

b. **Test examiner:** Review for completeness to ensure appropriate aptitude processing is performed.

**38. Item 26 – APPLICANT’S CURRENT MEDICAL INSURER NAME.**

a. **Recruiter:** Enter the name of the applicant’s current medical insurance company. If none, the applicant will sign their complete name to affirm that they have no current medical insurer.

b. **Test examiner:** Review for completeness.

**39. Item 27 – APPLICANT’S CURRENT MEDICAL PROVIDER NAME.**

a. **Recruiter:** Enter the name of the applicant’s current medical provider (primary physician or hospital); if none, the applicant will sign their complete name to affirm that they have no current medical provider.

b. **Test examiner:** Review for completeness.

**40. Item 28 – MEDICAL INSURER ADDRESS (Street, City, State, Country, ZIP Code).**

a. **Recruiter:** Enter complete address, however, understanding that a fully complete address might not be available or remembered by the applicant, enter as much of the address as possible and leave blank the other items for completion when the missing information is known.

b. **Test examiner:** No action required.

**41. Item 29 - MEDICAL PROVIDER ADDRESS (Street, City, State, Country, ZIP Code).**

a. **Recruiter:** Enter complete address, however, understanding that a fully complete address might not be available or remembered by the applicant, enter as much of the address as possible and leave blank the other items for completion when the missing information is known.

b. **Test examiner:** No action required.

**42. Item 30 - CERTIFICATION BY RECRUITING PERSONNEL.**

**Instructions for Completing  
USMEPCOM 714A-E, Request For Examination  
(Overseas Only)**

a. **Recruiter:** Complete all data items. Signature attests to the accuracy of the information provided by the applicant IAW Service directives. False certifications will be forwarded to the appropriate Service counselor/liaison for disposition, which could delay processing. Further, if it is subsequently disclosed that applicants were administered an unauthorized retest or an incorrect test version due to inaccurate data contained on the completed USMEPCOM Form 714A-E, the test will be invalidated.

(1) **Item - Signature of recruiter (or rep, if auth):** Signature of recruiting personnel authorizing test.

(2) **Item - Print/type name of recruiter or rep:** Print name of recruiting personnel authorizing test.

(3) **Item – Date:** Enter date recruiting personnel signed authorizing test.

(4) **Item – Recruiter ID/SSN:** Enter recruiter ID IAW Service directives.

(5) **Item – Local recruiting activity:** Enter recruiting activity IAW Service directive.

(6) **Item – Bn, NRDM or RS Location:** Enter IAW Service directive.

b. **Test examiner:** Review for completeness. Applicant will not be allowed to test if without “signature of Recruiter (or rep, if auth)” complete.

## **Attachment 2**

**USMEPCOM Form 611-1-2-R-E w/Instructions**

UNVERIFIED TEST SCORES (SINGLE APPLICANT)

For use of this form, see USMEPCOM Reg 611-1

**FOR OFFICIAL USE ONLY**

**FOR TA USE ONLY**

Name

SSN

Date of Test

Test Version

MET Site

Service

AR

NA

AF

MC

CG

Component

Active

Reserves

National Guard

Enter the percentile score:

AFQT Percentile

USMEPCOM Form 611-1-2-R-E, NOV 01

Replaces USMEPCOM Form 611-1-2-R-E, 1 MAR 00, which is obsolete.

**Instructions for completing  
USMEPCOM Form 611-1-2-R-E, Unverified Test Scores  
(Overseas Only)**

Use this form to record the AFQT result from the Personal Digital Assistant (PDA) and give to applicant in a sealed envelope with the recruiter's name on it. When the recruiter provides an envelope the unverified score will be provided to the recruiter NLT 2 working days after administration of the test. The recruiter is responsible for providing the test administrator his or her e-mail address, mailing address, etc.) for forwarding unverified test results. Testing personnel are not to reveal the score to the applicant. Recruiters are to do score interpretation.

**Item "Name"** – Enter applicant's name.

**Item "SSN"** - Applicant's social security number.

**Item "Date of test"** - Self-explanatory.

**Item "Test version"** - Enter test version located on test booklet which the applicant takes.

**Item "MET Site"** - Enter test site code provided by your supporting MEPS. If you are not sure what your MET Site code is contact your supporting MEPS (Honolulu or New York).

**Item "Service"** - Circle the Service that the applicant is testing for:  
AR=Army, NA= Navy, AF=Air Force, MC=Marine Corps and CG=Coast Guard.

**Item "Component"** – Circle the component of Service that the applicant is testing for.

**Item "AFQT Percentile"** – In this box enter the score produce by the PDA's AFQT Calculator.

## **Attachment 3**

**USMEPCOM Form 611-1-7-R-E w/Instructions**

APTITUDE TESTING PROCESSING LIST					FOR OFFICIAL USE ONLY
For use of this form, see USMEPCOM Reg 611-1					
Test Site		Test Administrator			Date
Name (Last, First, Middle)	SSN (Last Four)	Version Number	Service	Sex	Remarks

**Instructions for completing  
USMEPCOM Form 611-1-7-R-E Aptitude Testing Processing List  
(Overseas Only)**

Use this form to create a roster of applicants testing in each enlistment test session. The MEPS TCO will review the form to ensure no unusual test version patterns are developed. Instructions for completing the form are as follows:

Item “Test Site” – Enter your test site identification number assigned by your supporting MEPS. If you do not know your Test Site id#, contact your supporting MEPS (Honolulu at [hontnco@mepcom.army.mil](mailto:hontnco@mepcom.army.mil) or [hontco@mepcom.army.mil](mailto:hontco@mepcom.army.mil) or New York at [newytc08@mepcom.army.mil](mailto:newytc08@mepcom.army.mil), or [nyktco@mepcom.army.mil](mailto:nyktco@mepcom.army.mil)).

<b>MET Sites</b>			
<b>Supported by NY MEPS</b>			
<b>MET ID</b>	<b>COUNTRY</b>	<b>LOCATION</b>	<b>SERVICE</b>
8801	BELGIUM	80TH ASG	USA
8821	BELGIUM	254TH BSB	USA
8810	ENGLAND	100TH MSS/DPMPE	USAF
8811	ENGLAND	48TH MSS/DPMPE	USAF
8812	ENGLAND	MENWITH STATION	USAF
8813	ENGLAND	PSD LONDON	USAF
8802	GERMANY	221ST BSB	USA
8822	GERMANY	LARSON BARRACKS	USA
8823	GERMANY	BAMBERG	USA
8832	GERMANY	PANZER KASERNE	USA
8833	GERMANY	HANAU	USA
8842	GERMANY	TOMPKINS BARRACKS	USA
8852	GERMANY	KLEBER	USA
8862	GERMANY	ED CTR, CMR 454	USA
8872	GERMANY	222D BSB	USA
8882	GERMANY	LEDWARD BARRACKS	USA
8892	GERMANY	HOHENFELS	USA
8803	GERMANY	MIESAU	USAF
8843	GERMANY	USAFE MSS/DPMPE	USAF
8853	GERMANY	52D MSS/DPMPE	USAF
8863	GERMANY	86TH MSS/DPMPT	USAF
8804	ICELAND	85TH MSS/DPMP	USAF
8824	ICELAND	PSD 1003 Box 36	USN
8825	ITALY	SIGONELLA	USA
8805	ITALY	31ST MSS/DPMPE	USAF
8835	ITALY	USASETAF	USAF
8807	PORTUGAL	65TH MSS/DPMP	USAF
8808	SPAIN	PSD ROTA	USN
8809	TURKEY	39TH MSS/DPMPP	USAF



**Instructions for completing  
USMEPCOM Form 611-1-7-R-E Aptitude Testing Processing List  
(Overseas Only)**

<b>MET Sites Supported by Honolulu MEPS</b>			
<b>MET SITE ID</b>	<b>COUNTRY</b>	<b>LOCATION</b>	<b>SERVICE</b>
8831	JAPAN	Torii Station	USA
8851	JAPAN	Yokota	USAF
8841	JAPAN	Misawa	USAF
8821	JAPAN	Camp Zama	USA
8811	KOREA	Yongsan	USA
8861	KOREA	Osan	USAF
8881	JAPAN	Yokosuka	USN

**Item “Test Administrator”** – Enter the test examiner’s name.

**Item “Date”** – Enter the date of test administered.

**Column “Name (Last, First Middle)”**– Enter the names of all applicants whom tested in that test session.

**Column “SSN (Last four)”** – Enter the last four digits of the applicant’s social security number.

**Column “Version Number”** – Enter the enlistment test version number that each applicant took during this test session.

**Column “Service”** – Enter the Service code from below which each applicant is testing for:

DAR = Army Regular  
DNR = Navy Regular  
DFR = Air Force Regular  
DFG = Air Force Guard

DAV = Army Reserve  
DNV = Navy Reserve  
DFV = Air Force Reserve

**Column “Sex”** – Enter Male or Female.

**Column “Remarks”** – Enter any reason an applicant is dismissed from a test session, i.e. cheating, distress, disruption and note the time and reason of dismissal in this item column.

## **Attachment 4**

**USMEPCOM Form 611-4-3-R-E w/Instructions**

# STUDENT ASVAB TEST RECORD

For use of this form, see USMEPCOM Reg 601-4

FOR TEST SESSION NUMBER \_\_\_\_\_

## SECTION I - SCHEDULING INFORMATION

1. Desired test date: _____ Start time: _____		2. School name, street and P.O. addresses: _____		3. School contact name, telephone: _____	
4. SY _____ Initial _____ 2nd/3rd _____	5. School Code: _____	6. Special instructions: 1 2 3 4 5 6 7 8		9. Mandatory for: <i>(Indicate)</i> ALL 12 11 10 OTH	
7. Service Assigned: _____		8. "Open season" service: _____			
10. School population by grade: 12 _____ 11 _____ 10 _____ OTH _____			11. Number of students scheduled: 12 _____ 11 _____ 10 _____ OTH _____ TOT _____		
12. Test room(s): _____	13. Multiroom: YES _____ NO _____	14. Break requested: YES _____ NO _____	15. Total proctors Required: _____	16. No. of school Proctors: _____	
17. Responsible recruiter name, telephone: _____		18. Number of recruiter proctors required: _____ AR _____ NA _____ AF _____ MC _____ CG _____		19. Test administrators: _____ OPM _____ MEPS (TDY: Y N )	
20. Remarks: (Provide data about special provisions: i.e., multiroom/split sessions, breaks, advance contract for school personnel)					

## SECTION II - SCHOOL CONFIRMATION

21. School Confirmation letter Mailed: _____	22. School contacted to confirm Testing details: _____	23. TA/Proctor support confirmed: TA _____ Proctor _____
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## SECTION III - TEST SESSION DATA

24. Date tested: ____ YY ____ MM ____ DD	25. Number of test booklets Utilized: _____	26. Test administrator name, Agency Abbr. (OPM/MEPS/SCH)	27. Did test begin on time? YES _____ NO _____
28. Was proctor support satisfactory? YES _____ NO _____	29. Was testing area adequate for administering test? YES _____ NO _____	30. Number of students tested: 12 _____ 11 _____ 10 _____ OTH _____ TOT _____	
31. Remarks: (Explain negative responses to items 4-6 above)			

**TEST PROCTOR DUTIES/RESPONSIBILITIES BRIEFING CERTIFICATION**  
**(REFERENCE: USMEPCOM REGULATION 601-4)**

**1. Proctor duties/responsibilities:**

a. The role of the proctor is particularly important in the student testing program. If the proctor does the job properly much of the temptation to cheat is gone and the possibility of loss/compromise is greatly reduced.

b. The military proctor is a representative of the Department of Defense, the U.S. Armed Services, and his/her respective service. The proctor is on display, and attitudes toward the military by those who observe the test situation are directly affected by the proctor's conduct. He/she must be a professional.

c. Regardless of rank, rate, or grade, each proctor must always remember that he/she is responsible to the test administrator (TA), and while at the test site, the TA is in charge of the test session.

d. Proctors will not congregate in groups during the test session. Proctors will patrol their assigned areas continuously while directions are being read and while the test is being administered. Within the assigned areas, the proctors will:

(1) Assist in distributing and collecting test materials as directed by the TA.

(2) Ensure that all students in the assigned area have the required test materials prior to beginning the test, that unused test materials are returned to the test administrator for securing and that test booklets are inventoried by booklet number before students are dismissed.

(3) Assist student with those sections of the answer forms which pertain to identification, address, and release agreement.

(4) Throughout the test session, ensure that the students:

(a) Work on the proper test.  
(b) Use the proper section on the answer form for each test.

(c) Do not make pencil marks in the test booklet.

(d) Do not make stray marks on their answer forms.

(e) Do not cheat (immediately report any incidents of cheating to the TA).

(f) Do not distract or assist other students.

(5) Not in any way assist student in answering test questions. Students may ask questions but must be told only to "REREAD THE QUESTION."

(6) Not become involved in extended discussion with anyone in the test room or otherwise disturb student concentration.

e. Proctors will remain in the testing room during the entire test session.

f. The proctor must remember that active recruiting is prohibited. He/she should let actions, attitude, and appearance do the recruiting.

g. If the proctor feels that the TA or other proctors did not demonstrate ethical conduct or that the TA did not administer the test in a professional manner, the particulars should be relayed to the IRC chairman and the violator's commanding officer.

2. Your duties and responsibilities while proctoring play a vital part in determining the success of the student testing program. You should approach them with a positive attitude.

**I CERTIFY THAT I HAVE BEEN BRIEFED ON THE ABOVE TOPICS AND ANY OTHER SPECIFIC INSTRUCTIONS CONCERNING MY PROCTORING DUTIES DURING THE TEST.**

**PRINTED NAME/SERVICE/GRADE/AGENCY**

**SIGNATURE**

**Instructions for completing  
USMEPCOM Form 601-4-3-R-E, Student ASVAB Test Record  
(Overseas Only)**

Use this form to schedule student test sessions, coordinate administrative support, and record test session information. The test control officer (TCO) will ensure the correct and complete preparation of this form. Instructions for completing the form are as follows:

**Section I – Scheduling information.** The recruiter is responsible for completing items 1-14, 17 and 20. Service TCO is responsible for completing items 15, 16, 18, 19 and 20.

**Item #1. Desired test date and start time:** Self-explanatory.

**Item #2. School name and address:** Self-explanatory.

**Item #3. School contact name, telephone:** Enter the name, title and telephone number of the person at the school who is responsible for coordinating the scheduled test session.

**Item #4. SY, Initial, 2<sup>nd</sup>/3<sup>rd</sup>:** Write the school year on the top line, e.g., 2002-03, if test session is the first one of the school in the current SY check 2<sup>nd</sup>/3<sup>rd</sup>.

**Item #5. School code:** Enter the nine-digit school code. Important: This code must be accurate to ensure proper identification and distribution of school products. For new schools, TCOs must request school codes from overseas supporting MEPS (Honolulu or New York).

**Overseas School Code Listing**

		NY OVERSEAS SCHOOL LISTING			
SERVICE ASSIGNED	SCHOOL CODE	SCHOOL NAME	CITY	STATE	ZIP
AR	571004000	ANKARA AMERICAN HIGH SCHOOL	APO	NY	09254
AR	571004010	BRUSSELS AMERICAN HIGH	APO	NY	09667
AR	571004020	SHAPE AMERICAN HIGH SCHOOL	APO	NY	09088
AF	572005060	LONDON CENTRAL HIGH SCHOOL	APO	NY	09241
AR	572005061	MENWITH HIGH SCHOOL	APO	NY	11252
AF	572005065	WOODBIDGE AMER. HIGH SCHOOL	APO	NY	09405
AF	572005080	CROUGHTON HS	APO	NY	09378
AF	572006000	ALCONBURY HIGH SCHOOL	APO	NY	09238
AF	572008060	LAKENHEATH AMERICAN HIGH	APO	NY	09179
AR	573002000	BAD AIBLING	APO	NY	09098
AR	573002010	HOHENFELS AMERICAN HIGH SCHO	AE	NY	11252
AR	573005030	ANSBACH AMERICAN HIGH SCHOOL	APO	NY	09326
AR	573006020	AUGSBURG AMERICAN HIGH	APO	NY	09178
AR	573006040	BAD KREUZNACH HIGH SCHOOL	APO	NY	09252
AR	573006060	BAUMHOLDER AMER. HIGH SCHOOL	APO	NY	09034

**Instructions for completing  
USMEPCOM Form 601-4-3-R-E, Student ASVAB Test Record  
(Overseas Only)**

		<b>NY OVERSEAS SCHOOL LISTING CONTIUNED</b>			
AR	573006080	BERLIN AMERICAN HIGH SCHOOL	APO	NY	09742
AR	573006100	BITBURG AMERICAN HIGH	APO	NY	09132
AR	573006110	BONN AMERICAN HIGH SCHOOL	APO	NY	09080
AR	573006125	OSTERHOLZ AMERICAN HIGH	APO	NY	09355
AR	573006130	FULDA AMERICAN HIGH SCHOOL	APO	NY	09146
AR	573006135	GEISSEN AMERICAN HIGH	APO	NY	09169
AR	573006140	FRANKFURT AMERICAN HIGH	APO	NY	09710
AR	573006150	HAHN AMERICAN HIGH SCHOOL	APO	NY	09109
AR	573006155	HANAU AMERICAN HIGH SCHOOL	APO	NY	09165
AR	573006160	HEIDELBERG AMERICAN HIGH	APO	NY	09102
AR	573006190	INCIRLIC AMERICAN HIGH	APO	NY	09289
AR	573006192	IZMIR AMERICAN HIGH SCHOOL	APO	NY	09224
AR	573006220	KAISERSLAUTERN AMER. HIGH	APO	NY	09012
AR	573006240	KARLSRUHE AMERICAN HIGH	APO	NY	09164
AR	573006245	RAMSTEIN AMERICAN HIGH	APO	NY	09012
AR	573006255	PATCH AMERICAN HIGH SCHOOL	APO	NY	09131
AR	573006260	STUTTGART AMERICAN HIGH	APO	NY	09279
AR	573006280	MANNHEIM AMERICAN HIGH	APO	NY	09086
AR	573006300	MUNICH AMERICAN HIGH	APO	NY	09407
AR	573006320	NURENBURG AMERICAN HIGH	APO	NY	09696
AR	573006330	VILSECK AMERICAN HIGH	APO	NY	09114
AR	573006360	GENERAL H. ARNOLD HIGH	APO	NY	09457
AR	573006400	WUERZBURG AMERICAN HIGH	APO	NY	09801
AR	573006410	ZWEIBRUCKEN AMER. HIGH	APO	NY	09860
AR	573006450	BAMBERG AMERICAN HIGH	APO	NY	09130
AR	573007000	ULM AMERICAN HIGH SCHOOL	APO	NY	09035
AR	574006030	AVIANO AMERICAN HIGH SCHOOL	APO	NY	09293
AR	574007020	LIVORNO AMERICAN HIGH	APO	NY	09019
NA	574007041	NAPLES AMERICAN HIGH SCHOOL	FPO	NY	11252
NA	574007043	BRINDISI HIGH SCHOOL	FPO	NY	09240
NA	574007050	STEPHEN D DECATUR HIGH	FPO	NY	09523
NA	574007060	VICENZA AMERICAN HIGH	APO	NY	09221
NA	575006010	AFCENT HS	APO	NY	09011
AF	575006020	SOESTERBERG AMERICAN HIGH	APO	NY	09292

**Instructions for completing  
USMEPCOM Form 601-4-3-R-E, Student ASVAB Test Record  
(Overseas Only)**

NY OVERSEAS SCHOOL LISTING CONTIUNED					
MC	575008010	W.T. SAMPSON HIGH SCHOOL	FPO	NY	11252
AF	576009050	DAVID G FARRAGUT HIGH	FPO	NY	09540
AR	576009055	LAJES HIGH SCHOOL	FPO	NY	11252
AF	576009060	TORREJON AMERICAN HIGH	APO	NY	09283
AF	576009070	ZARAGOZA AMERICAN HIGH	APO	NY	09286
AR	576009075	A.T. MAHAN HS	FPO	NY	11209
AF	576009998	INTERNTL. SCHOOL OF ABERDEEN	FPO	NY	11252

HONOLULU OVERSEAS SCHOOL LISTING						
SERVICE ASGND	SCHOOL CODE	SCHOOL NAME	CITY		STATE	ZIP
AF	589991550	EDGREN HIGH SCHOOL	APO	AP	CA	96319
AF	589991661	KADENA HIGH SCHOOL	APO	AP	CA	96368
AF	589991970	YOKOTA HIGH SCHOOL	APO	AP	CA	96293
AF	589992060	OSAN AMERICAN HIGH SCHOOL	APO	AP	CA	96278
AR	589991980	ZAMA AMERICAN HIGH SCHOOL	APO	AP	CA	96338
AR	589992030	PUSAN AMERICAN HIGH SCHOOL	APO	AP	CA	96257
AR	589992040	SEOUL AMERICAN HIGH SCHOOL	APO	AP	CA	96205
AR	589992050	TAEGU AMERICAN HIGH SCHOOL	APO	AP	CA	96218
MC	589991580	PERRY HIGH SCHOOL	FPO	AP	CA	96310
MC	589991660	KUBASAKI HIGH SCHOOL	FPO	AP	CA	96373
NA	589991581	KING SCHOOL	FPO	AP	CA	96322
NA	589991940	KINNICK HIGH SCHOOL	FPO	AP	CA	96349

**Item #6. Special instructions:** Circle the code for the release option selected by the school.  
Note; only MEPS personnel are authorized to assign release option 7.

Option	
1	No special instructions. Release results to recruiting military services <b>7</b> days after test scores are mailed.
2	Release results to recruiters <b>60</b> days after test scores are mailed. No recruiter contact prior to that time.
3	Release results to recruiters <b>90</b> days after test scores are mailed. No recruiter contact prior to that time.

**(Cont) Item #6. Special instructions:**

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(Overseas Only)**

4	Release results to recruiters <b>120</b> days after test scores are mailed. No recruiter contact prior to that time.
5	Release results to recruiters at the end of the school year. No recruiter contact prior to that time.
6	Release results to recruiting military services <b>7</b> days after test scores are mailed. No telephone solicitations by recruiter based on the student names provided with the listing of student results.
7	Not valid for enlistment purposes. Results not released to recruiting military services.
8	No recruiter contact from this listing of student results. Results not released to recruiting Services.

**Item #7. Service Assigned:** Enter the branch of Service responsible for scheduling, proctoring, and promoting the particular school.

**Item #8.** “Open season” Service: If the school was scheduled by other than the responsible Service during “open season,” place the name of the scheduling Service here (see school listing above for responsible Service).

**Item # 9. Mandatory for:** For each grade, indicate by “Y” (yes) or “N” (no) whether students are required by school administration to take the ASVAB.

**Item #10. School population by grade:** Enter the population for each grade.

**Item #11. Number of students scheduled:** Enter the number of students per grade projected to take the ASVAB on the test date, and the total number.

**Item # 12. Test room(s):** Enter by name or number the testing rooms that will be used for administering the ASVAB. If additional space is needed, use Section I, Remarks section of the form.

**Item #13. Multiroom:** Check “Yes” or “No” to indicate whether more than one room will be used to test.

**Item #14. Break requested:** Check “Yes” or “No” to indicate whether a scheduled break is requested.

**Item #15.** Total proctors required: Enter the total number of proctors required to proctor the projected number of students. Proctor to student to ratio will not exceed 1:40.

**Item #16. No. of school proctors:** Self explanatory.

**Item #17.** Responsible recruiter name, telephone: Enter the name and telephone number of the Service recruiter responsible for scheduling the school and coordinating proctor support.



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**Item #18.** Number of recruiter proctors required: The number of recruiter proctors needed to make the total requirement. Fill in the number to be provided by each Service.

**Item #19 Test administrators:** Write in the Service the TA is employed by and number of TAs scheduled to administer the test.

**Item #20 Remarks: Self-explanatory.**

**Section II - School Confirmation.** The recruiter is responsible for completing this section and informing the TE of any scheduling changes.

**Item 21 - School confirmation letter mailed:** Write in date of initial confirmation contact with school prior to test.

**Item #22 - School contacted to confirm testing details:** Enter date of last confirmation contact with school prior to test.

**Item #23 - TA/proctor support confirmed:** Date of last confirmation of TA/proctor requirements.

**Section III Test Session Data.** The TA is responsible for completing this section.

**Item #24 - Date tested:** Enter date the test was administered.

**Item #25 - Number of test booklets utilized:** Self-explanatory.

**Item #26 - Test administrator, Agency Abbr, (OPM/MEPS/SCH):** Enter TA's name and your agency, i.e. USA, USN, or USAF.

**Item #27 - Did the test begin on time?:** Self-explanatory.

**Item #28 - Was proctor support satisfactory?** Self-explanatory. Elaborate "no" response in item #31, Remarks.

**Item #29 - Was the testing area adequate for administering the test?** Self-explanatory. Elaborate "no" response in item #31, Remarks.

**Item #30 - Number of students tested:** Place the number of students tested, by grade. Note: The total should be the same as the number of books utilized.

**Item #31 - Remarks:** Self-explanatory.

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**Test Proctor Duties/Responsibilities Briefing Certification Section** (located on back of form)

Print full name(s) of proctor(s).

For Service proctors indicate Service and grade.

Have each proctor read the backside of this form and ask if they have any questions. Answer any questions the proctors may have about their duties and responsibilities and have them sign.

## **Attachment 5**

### **ASVAB Testing Material List**

# **ASVAB ENLISTMENT/STUDENT TESTING MATERIALS LIST**

(Overseas only) updated: May 7, 2003)

## **Manual for Administration (Enlistment)**

**DD Form 1304-2AM (Jan 02)**

Prescribes procedures and instructions for administration of the Enlistment ASVAB.

## **Manual for Administration (Student)**

**DD Form 1304-5AM (Jul 02)**

Prescribes procedures and instructions for administration of the Student ASVAB.

<b>Enlistment Answer Sheet</b>	-	<b>DD Form 1304-2AS (dated Jan 02)</b>
<b>Enlistment Test Booklets</b>	-	<b>25a, 25b, 26a &amp; 26b (dated Jan 02),</b>
<b>PDA (Palm Pilot)</b>	-	<b>1</b>
<b>Student Answer Sheet</b>	-	<b>DD Form 1304-5AS (Jul 02)</b>
<b>Student Test Booklets</b>	-	<b>23a, 24a, 24b (dated Jul 02), &amp; 23b (dated Sep 02)</b>

## **ASVAB Student Result Sheet (Sample)**

**DD Form 1304-5(S)**

Audience: Counselors, Educators, Test Administrators and Overseas Recruiters

This worksheet is based on the actual ASVAB Summary Report, DD Form 1304-5. The sample provides explanations regarding what is included on the result sheet, gives score descriptions, etc. Used as a training tool for those individuals who do ASVAB post-test interpretation on student test results. Depending on the location, responsibility for post-test interpretation may fall under any number of individuals including the MEPS ESS, school counselor, Test Administrator, Education Center Representative or even Recruiters.

## **Exploring Careers: The ASVAB Career Exploration Program Guide**

**DD Form 1304-5WB (Jul 02)**

Audience: Students who have taken the ASVAB test.

These books are to be delivered to school official (counselor) after the test session. The number issued should match the number of students tested plus one for the counselor. Books should not be issued based upon projected participation. The guides are to be used for ASVAB post-test interpretation.

## **The ASVAB Career Exploration Program Counselor Manual**

**DD Form 1304-5CM (Dec 02)**

Audience: Counselors

The counselor at every school testing or upon request should be given the Counselor Manual. It explains the ASVAB Career Exploration Program (CEP) background, research and operation; describes the content and technical.

## **Student and Parent Guide**

**DD 1304-5SPG (Jul 02)**

Audience: Students and Parents

The Student and Parent Guide should be made available to each school that is scheduled to test. It should be delivered in ample time for student and parent review prior to the test in quantity sufficient to cover projected number of students scheduled.

## **Educator and Counselor Guide**

**DD 1304-5ECG (Jul 02)**

Audience: Educators and counselors who are interested in testing and may influence the reception of the ASVAB.

# **ASVAB ENLISTMENT/STUDENT TESTING MATERIALS LIST**

(Overseas only) updated: May 7, 2003)

The Educator and Counselor Guide may be handed out to educators expressing their interest at conventions, ASVAB presentations, etc. It is a brief synopsis of the information in other ASVAB publications.

## **Technical Manual**

**DoD 1304.12-L-ASTP-TS (Dec 99)**

Audience: Counselors, educators, college instructors, and researchers.

The Technical Manual provides statistical data from the development of the test and historical information; also describes technical underpinnings of the IF and Occu-Find Booklet.

## **Military Careers (Book)**

**DD Form 1304-5MC (Sep 01)**

Audience: Students/Counselors

Military Careers is provided to high school counselors and career centers. Availability to other institutions frequented by students (public libraries, for example) depends on whether school requirements (at least one per school testing) can still be met out of funded allotment. This book has been developed to help educators and youth learn about the many career opportunities the military has to offer and their correlation to civilian jobs.

## **Recruiter Guide**

**DD Form 1304-5RG (Jan 03)**

Audience: Recruiters

Each recruiter working the schools should have a copy of the Recruiter Guide. This guide is designed to provide an overview of the DoD ASVAB Career Exploration Program.

## **The ASVAB Career Exploration Program Brochure (currently under revision)**

Audience: Counselors/Educators/Students

There are two brochures. One is geared towards counselors and educators and the other towards students. Both are used as a tool to introduce the ASVAB test. Both brochures have a block on the back for Point of Contact information of person marketing the ASVAB.

## **Assorted ASVAB Posters (currently under revision)**

Audience: Counselors/Students

Posters are for advertising the ASVAB. Some have an area designated for writing in the date and location of a test and some do not. All should be provided to the counselors for displaying around the schools. Overseas bases could even post on base bulletin boards, etc.

## **Conversion Tables**

**DOD 1304.12-L-ASTP-CT3**

For conversion of raw scores for tests administered prior to January 2, 2002. **ACFT only.**

## **Worksheet for Computing Scores**

**DoD 1304.12-K**

Worksheet required for computing a handscore of the in-service Enlistment test. **ACFT only.**

## **Directions for Scoring**

**DOD 1304.12-L-AETP-SD1**

Instruction sheet for manually scoring the in-service Enlistment test. **ACFT only.**

## **Assorted Marketing or Promotional Material**